
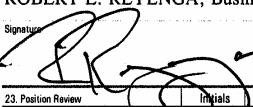


**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>					<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field					<b>4. Employing Office Location</b> ORLANDO, FL					<b>5. Duty Station</b> ORLANDO, FL					<b>1. Agency Position No.</b> NL13134				
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests										<b>6. OPM Certification No.</b>				
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)										<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					<b>12. Sensitivity</b> <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					<b>8. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<b>13. Competitive Level Code</b> 0001										<b>14. Agency Use</b>														
<b>15. Classified/Graded by</b>		<b>Official Title of Position</b>										<b>Pay Plan</b>		<b>Occupational Code</b>		<b>Grade</b>		<b>Initials</b>		<b>Date</b>				
a. U.S. Office of Personnel Management																								
b. Department, Agency or Establishment																								
c. Second Level Review																								
d. First Level Review		Clerk										GS		303		01								
e. Recommended by Supervisor or Initiating Office		CLERK										GS		303		01								
<b>16. Organizational Title of Position (if different from official title)</b>										<b>17. Name of Employee (if vacant, specify)</b>														
<b>18. Department, Agency, or Establishment</b> Department of the Army										<b>c. Third Subdivision</b>														
<b>a. First Subdivision</b> ASA (ALT)										<b>d. Fourth Subdivision</b>														
<b>b. Second Subdivision</b> PEO STRI										<b>e. Fifth Subdivision</b>														
<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>										<b>Signature of Employee (optional)</b>														
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
<b>a. Typed Name and Title of Immediate Supervisor</b> ROBERT L. REYENGA, Business Operations Executive										<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>														
<b>Signature</b> 					<b>Date</b> 5/11/04					<b>Signature</b>					<b>Date</b>									
<b>21. Classification/Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										<b>22. Position Classification Standards Used in Classifying/Grading Position</b> OPM PCS for Miscellaneous Clerk and Assistant Series, GS-303; OPM PCS GLG for Clerical and Assistant Work, Jan 99														
<b>Typed Name and Title of Official Taking Action</b> ROBERT L. REYENGA, Business Operations Executive										<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.														
<b>Signature</b> 					<b>Date</b> 5/11/04																			
<b>23. Position Review</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>				
a. Employee (optional)																								
b. Supervisor																								
c. Classifier																								
<b>24. Remarks</b> This is a full performance job.																								
<b>BUS: 7777</b>																								
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>																								

## MAJOR DUTIES

The purpose of this position is to provide general office support and assistance to the organizational unit.

1. Performs one or more of the following duties: receives and delivers telephone messages; distributes incoming mail; performs simple filing duties; maintains office supplies; updates any type of manual log; types labels, envelopes, and simple forms; and operates fax machines and copy machines. 50%

2. Assists higher level employees with special projects. Assistance may include running errands inside and outside office unit. 50%

A QUALIFIED TYPIST IS NOT REQUIRED.

Responsible for observing all safety rules, regulations, and directives applicable to the work assignment.

## SUPERVISORY CONTROLS

Supervisor closely controls work and provides assignments with detailed instructions. Employee performs tasks that are recurring in nature limiting the exercise of independent judgment. Work is spot-checked during progress and upon completion for accuracy, completeness, and adherence to instructions and established procedures. Supervisor is available to assist in solving problems that may arise.

Performs other duties as assigned.